

MINOR DECOY PROGRAM
GRANT REQUIREMENTS

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INTRODUCTION:

This handout outlines requirements for agencies that apply for or receive mini-grants for the Minor Decoy Program from the California Department of Alcoholic Beverage Control (ABC). For a complete description of the program, refer to Fact Sheet (ABC-511).

Funding agencies (grantees) must administer their grants according to these requirements. Failure to do so may result in the withholding or disallowance of grant payments, the reduction or termination of the grant award, and/or the denial of future grant awards. All grantees must also comply with the terms and conditions of the Standard State Contract (Form STD 15).

HOW TO APPLY:

To apply for a mini-grant, applicants must submit a letter of interest signed by the chief of police or sheriff or his/her designee. Letters must be received on or before **June 15, 2006** Mail or deliver letters of interest to:

Kathleen Lenihan, Project Director
Department of Alcoholic Beverage Control
3927 Lennane Drive, Suite #100
Sacramento, CA 95834

All letters of interest are date stamped upon receipt at ABC. Letters received after the deadline date will not be eligible for consideration. It is the applicant's responsibility to ensure that the letter is received by ABC prior to the deadline. ABC will not be responsible for late letters due to mistake or delays of the applicant or the carrier. A postmark is not sufficient. ABC will not accept electronic facsimiles (FAX) of the letter.

Letters of interest must address the issues listed in Funding Priorities, listed below.

FUNDING DURATION:

Grantees will be funded for the period of August 2006 through March 31, 2008 (nineteen months)

FUNDING PRIORITIES:

The Department of Alcoholic Beverage Control (ABC) will take the following factors into consideration in awarding its Minor Decoy grants. Therefore, the application's letter of interest should respond to the following issues:

- 1) Experience has shown that the Minor Decoy Program works best when it has a strong support of the local prosecutor. Therefore, applicants must provide information that they have discussed this program with their local City or District Attorney and that complaints against the sellers will be prosecuted.
- 2) Crime rate and / or an identifiable alcohol-related problem with local outlets in application's jurisdiction.
- 3) Describe need for funding.
- 4) Describe any experience working with ABC.
- 5) Describe area of your jurisdiction where known licensees sell alcoholic beverages to person under the age of 21.
- 6) Experience your Department has using the Minor Decoy Program.
- 7) Applicants should demonstrate willingness and ability to have working relationships with other governmental agencies and community organizations.
- 8) Your Department's working relationship with Friday Night Live and the County Department of Alcohol and Drug or other youth groups.
- 9) Willingness to commit to running a minimum of nine Minor Decoy operations (six "on-sale" and three "off-sale" operations) within an nineteen month period within each police jurisdiction. Experience has shown each "off-sale" operation averages an eight-hour shift, between two and three officers in two separates cars, plus a minor decoy volunteer (average estimate cost would be 72 hours – 8 hours times 3 officers x 3 operations x average \$50/hours overtime rate = \$3,600. On-Sale operations it is suggested that three to four officers plus

decoy volunteer. Two officers to maintain surveillance on the decoy, one to monitor the wire and the last one for back-up (average estimate cost would be 192 hours – 8 hours times 4 officers x 6 operations x average \$50/hours overtime rate = \$9,600.)

- 10) Willingness to issue press releases as follows (a) one to announce the start of the program; (b) one after each of the operations to announce the number of licensed premises who sold to the minor decoy; (c) and one to summarize the entire grant program. Grantees should fax a copy of each press release to ABC, attention Public Information Officer, as soon as it is released. **Note:** ABC will assist, if needed, in preparing a press release and will lend support, if needed, to each of the agencies with the resources of our public information officer.

DRUG-FREE WORKPLACE CERTIFICATION AND NONDISCRIMINATION COMPLIANCE STATEMENT:

Applicant selected for funding will be required to sign these Standard State forms as part of the contract with the State.

RESOLUTION FROM GOVERNING BODY:

A resolution is *not* required from the governing body authorizing the applicant to enter into a contract with the State.

PROCESSING GRANTS AWARDS:

Notification of Grant Award:

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicants submit letter of interest to ABC
2. ABC receives letter of interest.
3. ABC Director makes final funding decision.
4. ABC sends selected notification letters to all applicants, successful and unsuccessful.
5. ABC sends proposed contract documents to Office of Traffic Safety for approval.
6. ABC sends approved contract to grant applicant for signature.

7. ABC signs contract and sends fully executed copy to applicant.

ALLOWABLE COST:

Grantees shall be reimbursed for direct cost expended in support of this project as indicated below:

Salaries

Authorized personnel assigned to the project will be reimbursed for the actual time worked on the project at the actual salary paid to the employee by the local agency, as long as that salary rate is the same as the rate paid to others employees in the same classification performing comparable duties. Personnel assigned to the project shall include a minimum of one sworn officer. Salaries for additional, non sworn personnel may also be reimbursed.

Overtime

Authorized overtime shall be reimbursed using the same criteria as specified above.

Employee Benefits

Actual cost of employee benefits (retirement, health, insurance, etc.) for authorized personnel shall be reimbursed except that the amount claimed shall not exceed 30% of salary costs.

Equipment

The grantee shall be allowed to purchase a digital camera and necessary software, providing the grantee's computer can adapted to the camera. No more than \$1,000.00 shall be allotted for the purchase.

Travel

Travel expenses up to a total of \$500.00 will be reimbursed. Travel costs are allowable for expenses relating to transportation, lodging and subsistence. Allowable expenses shall be limited to expenses resulting from

attendance at the required training in August 2006 and possibly one in March 2007.

Travel expenses incurred by local agency employees must be in accordance with travel policies and procedures of the local agency. While the local agency may actually pay employees at higher rates, expenses claimed by the local agency for reimbursement by the State under the grant program shall not exceed the following:

- A. Transportation Costs – Transportation costs are paid only for the training session(s)-related expenses. Airfare, taxi. Rental care etc. amounts are limited to actual cost as supported by receipts. Private vehicle mileage shall not exceed \$.34 per mile. If an agency-owned vehicle is used to travel to the training session, reimbursement may be claimed at a rate not to exceed \$.34 per mile.
- B. Subsistence Costs – Reimbursable amounts for meals are actual cost not to exceed \$6.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner. Incidental expenses (phone calls, newspaper, etc) up to \$6.00 for each 24-hour period of travel status may be claimed. If the trip is less than 24 hours, no incidental expenses or lunch allowance is authorized.
- C. Lodging Cost – Hotel/motel rooms charges up to \$84.00 per night plus tax may be claimed for reimbursement. Receipts are required for any lodging cost in excess of \$24.99 per night.

UNALLOWABLE COST:

All cost not mentioned above are the responsibility of the local agency and are not reimbursable. This includes administrative overhead/indirect cost, supplies, evidence purchase, equipment, (e.g. body wire equipment) and operating expenses (e.g. buy money) etc. Grantees are responsible for their operating expenses, which will include such items as camera film and “buy” money. Typical buy money would be \$10 x 8 purchases/night = \$80 x 9 operations = \$720. total.

BUDGET DETAILS:

The budget is the basis for management, fiscal review, and audit. Project cost must be directly related to the objection and activities of the project. The budget must be detailed and cover the entire grant period. Include only those items specifically authorized; i.e. salaries, overtimes, employees benefits.

Grant funds shall not be used to supplant any existing positions or expenditures.

Grantees must submit a proposed budget for this project for not more than **\$20,000**. (See Exhibit 1 for sample budget display).

The budget must detail the number of positions by classification, salary rate, percentage of time to be assigned to the project, and total salary cost for the grant period.

Overtime cost shall include an estimate number of hours by classification, overtime salary rate and total overtime cost for the grant period.

Employee benefits may be included in a lump sum for the grant period in an amount not to exceed thirty percents (30%) of a total salary costs.

CLAIMS FOR REIMBURSEMENT:

Grantees shall submit invoices on a **quarterly basis** to receive payment for the State. The invoices shall be in the format specified by the State.

Grantees will bill the Department no more than **once per quarter**.

RECORDS:

Grantees shall maintain detailed records to substantiate the amounts claimed for reimbursement. These records (time sheets, payroll records, accounting reports, daily activity reports, etc.) must be maintained for a period of three years from the date of receipt of the final payment for the grant period and must be made available for review by the State upon request.

IMPLEMENTATION AND CONTROL OF APPROVED PROJECTS:

Notice of Approval

The following are the sequential steps ABC will take in processing mini-grants awards:

1. Applicants submit letter of interest to ABC
2. ABC receives letter of interest.
3. ABC Director makes final funding decision.
4. ABC sends selected notification letters to all applicants, successful and unsuccessful.
5. ABC sends proposed contract documents to Office of Traffic Safety for approval.
6. ABC sends approved contract to grant applicant for signature.
7. ABC signs contract and sends fully executed copy to applicant.

Effective Date

The contract will show an effective date. Claims for reimbursement may be made only for cost incurred subsequent to that date. No reimbursement will be provided for expenses incurred prior to the effective date or after the project period ending date.

Project Director Responsibility

The project Director is responsible for establishing operating procedures and control which will ensure adequate administration of the project in accordance with the terms of the contract. Emphasis should be given to:

- (a) Monitoring time frames in the contract
- (b) Maintaining costs
- (c) Maintaining adequate records for validation of project progress and accountability for all funds expended on the project
- (d) Submission of required project reports
- (e) Conducting project evaluation

ABC Responsibility

ABC has the responsibility and authority to review and evaluate each project as deemed necessary. Such review and evaluation will be made to assist the grantee to understand and comply with the required procedure and to gain maximum benefits from the funds expended. Grantees should promptly notify their ABC Project Director concerning any changes or problems that arise.

Liaison with Other Agencies

ABC encourages meetings between agencies having similar projects in operations for the purpose of coordinating related activities. The ABC will be glad to assist in coordinating such meetings and to provide any information required.

Revision of Project

Any revisions require prior approval of ABC. Documentation pertaining to requested project revisions must be submitted to and received by the ABC prior to the effective date of the requested change.

Cancellation of Projects

The ABC Project Director has the responsibility to notify the ABC Director of any project which is not being implemented in accordance with applicable State laws or the terms of the contract.

Close Out of Project

Approximately thirty (30) days prior to the termination of the project, a close-out package will be mailed to the Project Director. This constitutes a reminder of the final date of the project and includes information to assist the Project Director with the Final Report and Final Claim for Reimbursement.

PROJECT REPORTS:

Purpose

Funding agencies are required to participate in data collection and submit progress reports on a timely basis. The purpose of the progress report is to provide the grantee and the Department of Alcoholic Beverage Control with an evaluation of the project in achieving the objectives.

Submission

ABC requires all funding agencies to submit two copies of the progress report to ABC's Grant Project Unit. The reports are due on November 15, 2006, February 15, 2007, May 15, 2007, August 15, 2007, and December 15, 2007. A combined progress/final report is due on April 30, 2008. Failure to submit Quarterly (progress) Reports on time can delay payment of claims for reimbursement.

Funding agencies are to submit Progress Reports on forms provided by ABC. The narrative portion should be a frank and thorough statement of project activities and progress during the quarter. The following items should be discussed in the summary:

- (a) What work was accomplished? Describe the various tasks that project personnel carried out in relation to the work schedule or phases.
- (b) How much was accomplished? Graphs, charts, and diagrams may be included. **Include newspaper clippings, press releases issued, etc.**
- (c) Were there any problems encountered that affected the project progress? What steps were taken to overcome the problem?
- (d) Is the work ahead of schedule, behind or on schedule?
- (e) How will any delays encountered affect the total project cost and time schedule?

Reporting and Evaluation

Agency's Quarterly Report must include, but not limited to:

- 1) Quantitative measures:
 - a. Number of premises visited.
 - b. Number of clerks that requested identifications and still sold.
 - c. Number of clerks that did not request identification and sold.
 - d. Number of premises that refused to sell to the minor decoy
- 2) Qualitative measures
 - a. Declarations of satisfaction from fellow officers, merchants, community, unexpected/unintended results.

Final Report (combined with 6th Quarterly Report)

A final report of project accomplishment is required on or before April 30, 2006. Two copies of the report are required. Final payment on the grant will not be made until the final report has been submitted.

The final report will be used for the following purpose:

- (a) To determine what effect the project has had towards reducing or solving the identified alcohol-related problem.
- (b) To determine the contribution of the project to the applicant agency and the State.
- (c) To evaluate the benefits derived in relation to the cost incurred

Final Report Format

A creative and resourceful approach is encouraged in preparing the report, which must cover, but is not limited to, the following factors:

- (a) Executive Summary – At a minimum, the summary must contain the following: (1) the name of the jurisdiction, department and officials responsible for the project; (2) a summary of the project's title and objectives; (3) an analysis of the approach taken in the operation of the project; (4) an evaluation statement concerning the

end product and cost benefits; (5) a listing of recommended and/or adopted policy or procedure changes occurring as a result of the project.

- (b) Credit – In addition to any other credits the agency wishes to give, the following should be shown in the report: “This project is part of the Department of Alcoholic Beverage Control’s Minor Decoy Grant Project, funded by the Governor’s Office of Traffic Safety.”
- (c) Disclaimer – The final report must include the following:
“Opinions, findings and conclusions expresses in this publication are those of the authors and not necessarily those of the State of California, Business, Transportation and Housing Agency, or the Department of Alcoholic Beverage Control.”
- (d) Project Personnel – Identify the key personnel who worked on the project, together with their job classification, and a brief description of their contribution.
- (e) Objectives – Restate the objectives of the project as identified in the contract. This will allow analysis of the report as a self-contained document.
- (f) Methodology – Describe in detail how the project was implemented. This description should speak specifically on how each activity identified in the project narrative was accomplished.
- (g) Problems – Describe any operational or cost problems that were encountered in the project implementation. If known, state alternative methods that would have avoided the problem and increased the effectiveness of the project.
- (h) Results – Describe in detail the results of the project in terms of meeting the original objectives as stated in the project agreement. Also, describe the results in terms of how they will specifically apply for future improvement of the agency’s continuing activities relating to alcohol problem prevention and enforcement. When possible, describe estimated savings resulting from implementing project results.

- (i) Implementation Schedule – Outline the actual and/or planned schedule for implementation of the project results, recommendations or countermeasures. Include the amount budgeted for immediate implementation or the estimated fiscal requirement for future plans.
- (j) Documentation – Include as part of the Final Report, input and output documents developed. Examples are: New or revised forms, diagrams, management reports, photos, coding manuals, instructional manuals, etc. Other agencies may be able to adapt this material for their benefits.